

DFM Schematic Review Checklist

Project Title: _____

Project Number: _____

Project Manager: _____

The A/E acknowledges that the following information or status has been included as part of their submittal package for Schematic Design (SD) review by the Division of Facilities Management. No design or bid document shall be reviewed without the following “**Required**” checklist items initialed and signed by the Registered Professional in responsible charge for the project to confirm compliance with DFM submittal requirements. All “**Recommended**” and “**Conditional**” item status shall be indicated herein and addressed accordingly prior to bid.

Required = Required for submission

Conditional = DFM approval conditional on compliance prior to bid

Recommended = DFM recommended prior to bid

Transmittal Documents

Initial

Letter of Transmittal

- A Letter of Transmittal identifying all items included in the submittal package and signed by the Registered Professional in responsible charge. (**Required**)

Information and Documents

Initial

- A copy of the Reviewers comments from any previous review indicating the corrective action taken (**Required**)
- Schedule of Performance – Updated as Required (**Required**)
- Updated Design Narrative (**Required**)
- Basis of Design (BOD) (**Required**)
- Budgetary/WBS Formatted Construction Cost Estimate (**Required**)
- Life Cycle Cost Analysis (LCCA) - Finalized (**Required**)

Drawings & Specifications

Initial

Schematic Design Level Sketches, Diagrams and/or Drawings (**Required**)

- Cover Sheet / Drawing Index - Updated
- Symbols Legend, Abbreviations and Notes – Updated
- Architectural and MEP Sheets - Updated
- Schematic Design Level Calculations

Schematic Design Level Project Manual / Specifications (**Required**)

- Project Title Page - Finalized
- Table of Contents - Updated
- List of Drawings - Updated
- Project Specific Division 00 Documents – Updated as Required
- Division 01 –Finalized
- Division 02-49 Specification Documents – Updated as appropriate for Schematic Design Level Review

As the Registered Professional in responsible charge for this Project, I herewith affirm and attest that we are in full compliance with the requirements of this checklist and have included the necessary information with the Schematic Design submittal package.

Signed: _____ Company: _____

Date: _____

Having completed my review on _____(date), I return this document along with my review comments to the assigned Project Manager for inclusion in the Project File.

Signed: _____
Project Engineer